

PROBATE COURT OF FRANKLIN COUNTY, OHIO
LAWRENCE A. BELSKIS, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

NO ADMINISTRATION STATEMENT OF KNOWLEDGE

All of the following items must be initialed by the applicant and the Attorney of record prior to filing the Application to Release the Estate from Administration:

- [] [] 1. Do not expect legal advice from Court personnel. Court personnel may not assist in completing forms. If you need assistance you will need to contact an attorney.
- [] [] 2. Applicant must appear at the hearing unless prior to the hearing the Judge/Referee has waived appearance. **NOTE:** Court prefers a family member as Applicant.
- [] [] 3. Written notice of the hearing must be given to all heirs/next of kin regardless of their residence. Waivers may be filed. **NOTE:** To admit a Will to Probate, Applicant must obtain separate waivers or give separate notice.
- [] [] 4. If the Estate is **INSOLVENT**, **all creditors** are required to be notified by the Applicant and/or the Attorney of the Estate, by **certified mail** prior to the hearing. All green cards should be brought to the hearing so that the hearing officer can use them to prove notice was sent.
- [] [] 5. When a **commissioner** has been appointed, it is expected at the first hearing to have the Applicant testify as to the facts and for the commissioner to file **Findings** only and **not** a Report of Distribution! Debts **should not** be paid prior to the first hearing. At the hearing, the recommended distribution will be approved. The commissioner may pay debts and make distributions and report to the second hearing with the receipts and with the report of the distribution.
- [] [] 6. **Ohio Estate Tax Forms:** As of July 1, 1983, these documents must be prepared in **duplicate**. They must be filed in estates where the gross assets exceed \$25,000.00 **NOTE:** Ohio Estate Tax Forms are required in any case where there is Real Estate involved.
- [] [] 7. **Certificates of Transfer:** This document must be filed in duplicate, It must include the legal description, street address parcel number, and percentage of the interest owned by the decedent.
- [] [] 8. **Check in prior to hearing:** It is expected by the attorney and/or applicant, that all paperwork be completed **prior** to check in. The Court employees cannot take their time to help anyone complete documents during the check in procedure. All attorneys are expected to have the documents prepared and checked for completeness of all contents, i.e., the heirs and next of kin should be checked prior to filing the application to make sure that no one is omitted on these documents.

Attorney

Applicant

Attorney Registration Number